State of California Department of Fish and Wildlife
DUTY STATEMENT
DFW 242A (REV. 07/18/22)

☒ **PROPOSED**

☐ **CURRENT**

Department Statement:

California is one of the most biodiverse places on the planet. As such, the Department of Fish and Wildlife (CDFW) values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures, and personal experiences can thrive and connect others to our critical mission.

INSTRUCTIONS: A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE

DFW DIVISION/BRANCH/REGION/OFFICE Ecosystem Conservation Division - Water Branch	POSITION NUMBER (Agency-Unit-Class-Serial) 565-038-0762-033
UNIT NAME AND LOCATION Statewide Water Planning Program – West Sacramento	CLASS TITLE Environmental Scientist
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-038-0762-033
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the close supervision from the Senior Environmental Scientist (Supervisor), the Environmental Scientist will be a member of the Instream Flow Program (IFP) Flow Unit. The (IFP) Flow Unit collects and analyzes environmental data on aquatic habitat suitability for critical life stages of fish species to support development of streamflow requirements in accordance with the Water Action Plan and Public Resources Code (§10000-10005). The Environmental Scientist, with assistance from other Program members, will be required to develop and conduct instream flow studies, analyze data, and write technical documents. The Environmental Scientist must be able to communicate with other agencies and groups, conduct stakeholder outreach activities, and present at meetings.	

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)
	ESSENTIAL FUNCTIONS:
25%	Develop and implement instream flow studies that examine scientific relationships between streamflow and physical stream habitat, for critical aquatic species. Collect site-specific streamflow and aquatic habitat data to develop flow criteria and habitat suitability criteria. Evaluate hydrology to generate hydrographs and probability of exceedance graphs, to calculate channel forming flows and sediment transport flows, and to evaluate stream connectivity. Monitor critical water quality components which affect aquatic habitat such as streamflow, temperature, and dissolved oxygen.
25%	Write study plans, technical reports, scientific publications, annual plans, fact sheets, operating procedures, guidance documents, and/or public outreach documents. Conduct literature searches and provide document review.
20%	Analyze technical data using spreadsheets and databases. Assist the (IFP) Conservation Engineer and other Program members with the development and use of complex hydraulic models, such as the Physical Habitat Simulation System (PHABSiM), using programs such as the Hydrologic Engineering Center's River Analysis System (HEC-RAS) and River2D, to identify potential stream management activities and/or project modifications.
10%	Participate in stakeholder outreach efforts as part of instream flow study investigations on priority streams and rivers. Provide presentations and closely coordinate activities and recommendations, including peer reviews, with regional staff, other resource management agencies, and interested stakeholder groups. Participate in hearings and workshops regarding instream flow study investigations, including administrative and water rights hearings conducted by the State Water Resources Control Board.

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)
10%	Prepare and manage contracts and interagency agreements with entities that are retained to develop instream flow recommendations on priority streams and rivers. Develop instream flow investigation Request For Proposals for specific investigations, including habitat suitability investigations. Review and/or coordinate review of contracts and other deliverables.
10%	**NON-ESSENTIAL FUNCTIONS:** Maintain professional knowledge in subject areas through training, seminars, workshops, and professional societies. Other duties include generation of purchase orders, tracking of equipment use and performing routine maintenance and calibration, generation of monthly time sheets, responding to general public and/or technical staff questions, and assisting with Water Branch program priorities. **Special Personal Characteristics:** Maintain the confidence and cooperation of others by demonstrating competence and being dependable, flexible, and a problem solver. **Interpersonal Skills**: Working independently and as part of a diverse team. **WORKING CONDITIONS**: Must be able and willing to conduct seasonal fieldwork involving walking through stream channels in waders, carrying heavy equipment to survey and/or sample locations, and working extended hours with overnight stays. Must be able to conduct office work involving use of a computer keyboard for several hours a day, usually sitting, but may involve walking or standing for brief periods of time. Must attend meetings and work with staff throughout the State.

SUPERVISOR'S STATEMENT: **I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.**		
PRINT SUPERVISOR'S NAME	**SUPERVISOR'S SIGNATURE**	**DATE**

EMPLOYEE'S STATEMENT: **I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.** **I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.**		
PRINT EMPLOYEE'S NAME	**EMPLOYEE'S SIGNATURE**	**DATE**